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INSTRUCTIONS

FOR MAKING

MUSTER-ROLLS, MUSTERING INTO SERVICE PERIODICAL PAYMENTS,

AND

DISCHARGING FROM SERVICE VOLUNTEERS OR MILITIA.

REVISED.

WASHINGTON:
GOVERNMENT PRINTING OFFICE
1863.

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WAR DEPARTMENT,

November 20, 1863.

The following "Instructions for making muster-rolls, for mustering into service, for periodical payments, and for discharge from service, of volunteers or militia," having been duly examined, are approved, and will be carried into effect.

EDWIN M. STANTON,

Secretary of War.

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INSTRUCTIONS

FOR MAKING

MUSTER-ROLLS, MUSTERING INTO SERVICE, PERIODICAL PAYMENTS, AND DISCHARGE FROM SERVICE OF VOLUNTEERS OR MILITIA.

CAPTIONS OF MUSTER-ROLLS.

1. The caption of rolls will embrace the name of the captain or permanent commander and letter of the company; the number of the regiment, the State to which it belongs, whether mounted or foot, volunteers or militia; the name of the colonel or permanent commanding officer; by whom, and under what act of Congress, it was called into service; where and when enrolled, and the term to be served; by whom, where, and when, or in what month, the company was organized; and (with the exceptions shown in the forms below) when it arrived at the general rendezvous, and the distance between that and the place of organization; and when discharged. The muster-rolls for payment will show the time for which the muster is made, as the first one from date of enrolment, and subsequent ones from the time the company was last paid (without regard to any intermediate muster) to the time the new muster is to be made—generally for two months—but more or less according to circumstances.

2. The following is the purport of the captions for the several kinds of musters which may occur:

3. The words and figures between brackets [ ] throughout are inserted to make the meaning of the caption and remarks clear; the appropriate ones will be used on the rolls.

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No. 1.—FOR MUSTER INTO SERVICE.

4. Muster-roll of Captain [John Smith's] company [A] in the [1st] regiment of [Maryland] mounted (or foot) volunteers, commanded by Colonel [Thomas Tod,] called into the service of the United States by [the President,] under the act of Congress approved [July 22, 1861,] at [Baltimore, Maryland,] (the place of general rendezvous,) on the [25th] day of [July, 1861,] to serve for the term of [three years or during the war] (or for twelve months) from the date of enrolment, unless sooner discharged. The company was organized by Captain [John Smith,] at [Cumberland,] in the month of [July, 1861,] and marched thence to [Baltimore,] where it arrived the [25th] day of [July,] a distance of [one hundred and twenty-five] miles.

No. 2.—FOR FIRST PERIODICAL PAYMENT.

5. The same as No. 1 to the words sooner discharged—from the [25th] day of [July, 1861,] when enrolled, to the [31st] day of [October, 1861.] The company was organized by Captain [John Smith,] at [Cumberland,] in the month of [July, 1861,] and marched thence to [Baltimore,] where it arrived the [25th] day of [July,] a distance of [one hundred and twenty-five] miles.

No. 3.—FOR ALL SUBSEQUENT PERIODICAL PAYMENTS.

6. The same as No. 1 to the words sooner discharged—from the [31st] day of [December, 1861,] when last paid, to the [29th] day of [February, 1862.] The company was organized by Captain [John Smith,] at [Cumberland,] in the month of [July, 1861.]

7. The distance from Cumberland (the home of the com-

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pany) to Baltimore, 125 miles, will, or should be, paid for on the first periodical muster, and need not, therefore, be continued on any subsequent rolls. It will be inserted in the caption and —— column till paid for. The place of company organization must be shown on all rolls during the term of service.

No. 4.—FOR DISCHARGE AFTER ONE OR MORE PAYMENTS HAVE BEEN MADE.

8. The same as No. 1 to the words sooner discharged—from the [29th] day of [February, 1862,] when last paid, to the [4th] day of [July, 1862,] when discharged. The company was organized by Captain [John Smith,] at [Cumberland,] in the month of [July, 1861.]

No. 5.—FOR DISCHARGE WHERE NO PAYMENT HAS BEEN MADE.

9. The same as No. 1 to the words sooner discharged—from the [25th] day of [July, 1861,] when enrolled, to the [4th] day of [July, 1862,] when discharged. The company was organized by Captain [John Smith,] at [Cumberland,] in the month of [July, 1861,] and marched thence to [Baltimore,] where it arrived the [25th] day of [July,] a distance of [one hundred and twenty-five] miles.

10. If the blank muster-rolls, furnished for use, do not contain all that is directed above, in each case, they will be altered by the required additions in writing. The words when discharged must be written, if not there already, next after the last date of the term, to which the muster is to be made, on all rolls for that purpose.

11. It is expected that muster-rolls for discharge, of large size, and with the addition which will be found in paragraph 49, will be prepared and furnished seasonably for that pur-

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pose; if not, the blanks now in use (for payment) will be altered by the additional two columns. The blank rolls for discharge should contain a large excess of lines, beyond the prescribed organization, for the names of all who have died, been discharged, &c., &c., and the column of remarks should be near a foot wide for necessary remarks.

12. Where a change of captain or colonel has taken place, by promotion or otherwise, the name of the new captain or colonel will be embraced, and the name of the first commander will be interlined after company, as [late Smith's,] or after regiment, as [late Tod's,] so that the original commanders may be shown during the whole term.

13. If any other person than the President called the force into service, the name of such person, with his official rank or station, will be inserted in the caption, and under what law, authority, or circumstances the call was made: vide paragraph 1640, Army Regulations, and an act to amend an act calling forth the militia, promulgated in G. O. 91, adjutant general's office, 1862.

14. The date of enrolment in the caption and one of the columns will be that of the day of arrival of the company, with organization complete or full, at the place of general rendezvous, in compliance with orders from the proper authority, but not prior to the day specified in the order; which date of enrolment will be the commencement of the term of service and of public supplies, unless otherwise specially directed, without regard to the date of muster or that of previous company organization.

NUMBERS OF ROLLS TO BE MADE.

15. For muster into service there will be four copies of muster-roll, viz: one for the captain, one for the adjutant gen-

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eral at Washington, one for the adjutant general of the State, and one for the paymaster general; for periodical payments there will be four copies—two for the captain and adjutant general, and two for the paymaster; and for discharge from service there will be five copies—four for the captain, adjutant general, and paymaster, as above, and one for Bounty Bureau at Washington.

16. The copies for the captain and paymaster will be left, by the mustering officer, with the captain, and the others transmitted by mail, or otherwise, according to their destination, with the return mentioned in paragraph 1639, Army Regulations.

FILLING UP THE MUSTER-ROLLS.

17. In making muster-rolls, where the number of lines on the sheet will admit, give two lines to each commissioned officer, to afford room for necessary remarks; and leave a blank line between lieutenant and sergeant, between sergeant and corporal, and so of the grades below.

18. Number (in the marginal column only) the captain 1; 1st lieutenant 1; 2d lieutenants 1, 2; commissary sergeant, quartermaster sergeant, sergeants 1, 2, 3, 4; corporals 1, 2, 3, 4; musicians 1, 2; artificers 1, 2; farriers or blacksmiths 1, 2; saddlers 1; privates 1, 2, 3, and so on; or according to the numbers in each grade embraced on the roll—every grade, on any roll, will commence with No. 1—and the recapitulation will then show a corresponding number of each grade.

19. The names of officers resigned, discharged, transferred, promoted, or died, will be inserted on the next muster-roll thereafter among the commissioned officers, (not at the bottom of the roll,) with appropriate remarks.

20. The Christian name, or the first one, as John B. Smith, must in all cases be written at full length—not the first letter

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of it; and the names of every grade must exactly correspond, by numbers, on all the rolls made for any muster.

21. In the column of rank, (the 3d,) designate the sergeant on the first or upper line as 1st sergeant, the others as sergeants, simply, without numbering them in that column, as also the corporals, &c. First sergeant is the title, by law, of the orderly sergeant, who may be appointed to the duty by the captain from any of the sergeants.

22. In field and staff rolls, the regimental rank, as well as staff office, must be shown in the third column.

23. The ages of all officers and men will be placed in figures opposite their names, and continued without change, during the term, in the fourth column.

24. The fifth column will be filled with the date of arrival (as mentioned in paragraph 14) at the place of general rendezvous, which is generally also the place of muster; and the dates, respectively, of such as may, under legal authority, join and be received as recruits afterwards at that or other places. The supplies and pay, by time, will commence with such dates; all previous allowances will be in proportion to the distance travelled, having respect to grades.

25. This column on rolls of field and staff, as well as the time of enrolment in the caption, will be filled with the date on which the colonel or commanding officer was elected or appointed; and so (in the column) of the others, field and staff, as the commencement of the official term for payment respectively. But in no case can any one (except those in the staff appointed by the President) go back beyond the day when the regiment or prescribed command became complete in its organization by the arrival of the tenth or last company at the place or places of general rendezvous, or the dates subsequently of election or appointment to office.

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26. If compensation be claimed for any prior service, as by the colonel, for superintending, under legal authority, the formation, assembling, and command of the companies at the general rendezvous, a remark will be made embracing the facts in the column of remarks; and a copy of the order for performance of the duty must accompany the roll for payment.—(See paragraphs 28, 64.)

27. The sixth column, where, will contain the name of the place of general rendezvous, (not the place of company organization,) as that of the enrolment of those present at the original muster; the places, if any, where individuals may have engaged and joined the company on the march to or in [Mexico,] or the places where men have been enlisted by recruiting officers, after the muster of the company into service, to serve in the regiment. The dates of the actual joining of all such men (not present at first muster) will be given in the column of remarks.

28. The seventh column will show the name of the officer (generally the captain) who raised and organized the company on the lines of all who were present at first muster; opposite the names of those who joined afterwards, as in paragraph 24, will be inserted the name of the recruiting officer.

29. The first column, under travelling, will contain the distance, in plain figures on each line, which each person may have travelled as a member of the company from his home—the place of company organization preferable—to the place of general rendezvous, by the nearest practicable road for wagons. All such as join at other places, or subsequently, are not entitled to any distance for travel, and the word none will be written opposite their names, and also those of recruits, who will be under pay from the dates of their enlistment.—(See paragraph 7 for discontinuance of these figures.)

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30. The next column, under travelling, is of no use on the roll for muster into service and for periodical payments, and might have been left out. But on the roll for discharge, that column will be filled with the distance, in figures, from the place of discharge to that of company organization, or to the places where men may afterwards have joined or been enlisted under proper authority, by the nearest practicable route.—(See paragraph 29.)

31. But where the company is discharged in [Mexico,] or other place, and the officers and men, or any of them, are to be furnished with transportation, thence by water, to some other place nearer their homes, then the distance for travel, in that column, will be calculated from the place where they are to be landed; and the persons so transported may be furnished with subsistence in kind or paid the per diem allowance therefor, as they may prefer, and paid for a reasonable number of days beyond the date of muster for discharge on that passage by water; and the number of days aforesaid—the average time of voyage by such vessel as the men are to take passage in—to be determined by the mustering officer, on consultation with the chief quartermaster—will be stated by the mustering officer and captain in a note on the muster-roll, and whether subsistence has or has not been furnished in kind for the passage.

32. The amount of money, if any, advanced for clothing, and the value of clothing issued in kind, will be entered in the column for that purpose, and continued on every roll till liquidated; the mustering officer will see that the amount for clothing in kind be properly calculated by the table of cost.

33. If any field or staff officer, or non-commissioned staff officer, shall have been elected or appointed from a lower grade after the arrival at the general rendezvous, or after any part of his term which has not been paid for, then say, in the column

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of remarks opposite his name, elected (or appointed) at [Baltimore, July 28,] and joined, by transfer, from [sergeant] in Captain [John Smith's] company, in which he was enrolled at [Baltimore,] the [25th of July,]—the distance, 125 miles, to be paid for as [sergeant.]—See paragraph 25.

34. The rolls of field and staff will embrace the names of the medical and other officers, including chaplain, appointed by the governor or other authority and assigned to the regiment, with dates of appointments, and, in the column of remarks, when joined for duty. Also the names of adjutant and quartermaster, (who will perform also the duties of commissary of subsistence, if there be none by commission with the regiment,) with the date of staff appointment, and the remarks, as in the preceding paragraph, in relation to when appointed, and his company—if the regiment is artillery—and the rate for distance travelled.

35. Where no quartermaster or commissary, appointed by competent authority, is present with the regiment, or with one or more companies when detached by legal authority, the colonel or commanding officer will assign a lieutenant to the duty—he will act in both departments with detachments—who will be mustered on field or staff roll for the established extra pay for the time of such service.

36. The roll on which any person is properly mustered will show by grade, when last paid, and by remarks, everything that is necessary in relation to his pay, &c., without the necessity of referring to any other or previous roll.

CHANGES OF GRADE, PROMOTIONS, REDUCTIONS.

37. The names of all persons must be among those of the grade (according to relative rank, or if privates, alphabetically) to which they belong at the time of the muster to be made.

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If a person has been appointed or promoted within the period embraced, or since he was last paid, say, in the column of remarks: Appointed (or elected or promoted as the case may be) from [private, July 28,] and if he came from another company, say, appointed (or elected, &c.) from [sergeant in Smith's] company, [July 28,] and joined by transfer, order of Colonel [Tod.] If reduced within the time as above, say, reduced from [sergeant, July 28,] by sentence of regimental court-martial, or, reduced from [sergeant, July 28,] by order of Colonel [Tod,] or otherwise, as may be necessary.

38. If one man has been appointed or promoted in place of another, say, (following the date as above,) vice [Wood,] resigned, deceased, discharged, transferred, or promoted, as the case may be.

SICK, WOUNDED IN BATTLE, AND IN CONFINEMENT, PRESENT.

39. For such cases, say sick, or wounded in battle of [Palo Alto] and in hospital, or in confinement, whichever may be proper.

40. The tours, by daily detail, of officers and men for guard and other duties at camp, will not be regarded on muster-rolls. All such will be reported as present. It is desirable, where the service will admit, that those on such duties may be called off for muster while their regiments are on parade; and also that the sick and confined, as far as practicable, be with their companies. This will save much time and greatly facilitate the labor of the mustering officer and captain.

ABSENTEES, HOW ACCOUNTED FOR.

41. All the officers and men not on duty with or subsisted in the company, or if on duty in any staff department in the same camp and not subsisted in the company, or who have

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been captured by the enemy, must be accounted for accordingly, is by one of the following: Absent with leave for [twenty] days from [October 12,] order of Colonel [Tod] or of General [Taylor.] Absent without leave from [October 12.] Absent, wounded in battle of [Palo Alto] and in hospital at [Point Isabel.] Absent, sick at [Monterey] from [October 12.] Detached service, in quartermaster's department, subsistence department, as hospital steward or attendant, in pioneer party, on escort duty, (or otherwise as the case may be,) at [Matamoras,] from [October 12,] order of Colonel [Tod.] Absent, captured by the enemy at [Encarnacion, January 22.] If any officers or men are absent as prisoners of war at the muster for discharge, say opposite their names, (which will occupy the appropriate places in their respective grades,) prisoner of war in [Mexico] from [January 22.]

42. Prisoners of war are entitled to be in service and under pay till they are exchanged, and for the time necessary for returning to their homes.

43. When officers or men are on duty, out of their company, in any of the staff departments, (not guards, police, or fatigue details,) they will be reported on detached service in preference to extra duty, whether serving in the same camp or not; they are detached when not subject to the orders of their captain for duty.

44. In accounting for absentees, &c., give the name of the place, month, and day of the month in the order here written, and the name of the officer who ordered the duty, or gave the leave following:

ALTERATIONS SINCE LAST MUSTER—GAIN BY RECRUITS, TRANSFERS, ETC.

45. When officers or men join the company by transfer or enrolment, their names will be entered on the ensuing muster-

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roll in their appropriate places—alphabetically, if privates—with the when, where, and by whom enrolled or engaged (when the service, by agreement, commenced) in the respective columns; and in the column of remarks say, joined a recruit [November 10,] or joined by transfer from company [B] [November 10,] order of Colonel [Tod.]—(See paragraphs 14, 27, 33, 37.)

ALTERATIONS SINCE LAST MUSTER—LOSS BY "DIED, DISCHARGED, DESERTED," ETC.

46. If any men (not officers) have been killed in battle, are missing after battle, (not supposed to have been captured,) have died, deserted, been discharged, or transferred during the time for which the muster is made, their names will be omitted where they stood previously, and placed at the bottom of the rolls in the order as above, with a blank line between the last private and the names of those killed, or others, and also between killed, missing, died, &c.; which words, killed in battle, missing, died, &c., or such of them as may necessarily be used, will be written on the blank line (in the column of names) above each of the lists of names killed, missing, died, &c.; or if there be not room on the roll for blank lines, then the words may be written in the marginal column, perpendicularly, on the left of the figures or numbers in each list. The names of commissioned officers who have so gone out of the service will stand in their appropriate places on the next muster-roll, followed by the name of the one, if any, appointed to replace them. The first line of each of these lists of men will be filled up complete, with dates, &c., of enrolment and muster, not by reference or dots. In the column of remarks opposite the names of officers and men of this description, say,

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killed in battle of [Palo Alto, May 9;] or missing after battle of [Palo Alto,] from [May 9;] or died of wounds received in battle of [Palo Alto, at Matamoras, May 12;] or died at [Monterey, October 19;] or missing after battle of [Palo Alto] from [May 9;] ——— discharged at [Saltillo, December 2,] on certificate of ——— surgeon ———, for ———, contracted or received at ——— in ———, 18—, (while in service, or while in the line of his duty, being engaged in firing a salute, or making a bridge, &c., &c., or by accident when off duty, or in a scuffle, or before enrolment,) by order of [General Taylor.] Give the disability or cause of discharge, with date, place, and manner of the contraction of the disease or injury very full. Request the surgeon who gives the certificate to do so; as when, where, and how the injury occurred must be fully set forth in all cases, for ordinary disability as well as for pensions, and the captain's certificate and muster-roll will contain the same; or discharged at [Monterey, October 12,] with disgrace, for stealing from [Mexicans,] order of General [Taylor.] Appointed sergeant-major of the regiment, or [first lieutenant] in [Cone's] company [October 12] and transferred, order of Colonel [Tod.]

PAY.

47. When no pay has been received during the term, from enrolment, say (across two columns under last paid) pay due from enrolment. If a payment has been made, then say, in the first of these columns, by whom the last payment was made, as Major [R. S. Dix,] and in the second mention the last day which the payment included, as [October 31,] or [November 30,] not the first day of the succeeding month.

48. If balances for pay or distance travelled prior to last month be still due, state the facts, with dates, distance, and rank or grade then held, in the column of remarks.

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BALANCES FOR SUBSISTENCE.

49. As commissioned officers are entitled to four or more rations of subsistence, the roll must show, in the columns therefor, whether any, and how many, have been received in kind during the term for which the muster is made, or since the last payment, opposite the name of each person. If the term of the muster and time unpaid correspond, say, in the columns respectively, all due, or all due but [31] rations; state in plain figures after the word but the number of rations of each which have been received in kind for the time embraced. If the term of muster and time since last payment do not correspond, say, in like manner: all due from [November 30,] or all due from [November 30] but [60] rations. By these data the paymaster will calculate the balances due the officers.

50. On the lines of the sergeants, and other men who are entitled to but one ration daily, state the balances due to each in figures on every line, according to the number of days they may necessarily have furnished themselves, or have not been furnished in any manner by the United States. When no balance is due, say none, in one or both columns, as the case may require. The object of these two columns is to furnish the data by which the paymaster may calculate the amount due to each person, in money, for the period embraced.

51. Fractional or component parts of rations of subsistence cannot be estimated so as to make a balance of one or more entire rations; nor can any balance for subsistence accrue for any time for which a return may have been made for the company or person, either at company headquarters or elsewhere.

STOPPAGES.

52. For any arms and equipments, or other public property, lost through carelessness or not returned in good order, and to

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be paid for by the individual, and also for extra clothing issued, say in the column of remarks, (following all other remarks accounting for the men, changes of grades, &c.,) stop for one musket complete, one wiper, one sabre, one cartridge-box, &c., &c. Stop for one coat, one jacket, two shirts, one pair stockings, &c., &c., whatever is to be charged. The amount of the articles lost or issued will not be stated by the captain, but by the mustering officer in the column for that purpose. Stoppages on account of government will have precedence of all others.

53. All arms, equipments, and other public property must be charged for unless the loss was unavoidable and altogether beyond the control of the man. If loaned and not returned, or left where they should not be, as put into a wagon on the march, or if missing from the tent or other customary place for keeping them when the man is not necessarily absent by order, they must be charged; and if a man is ordered on duty without arms, away from his tent or quarters, the captain must see that his arms and other property are taken care of, or he himself will be charged with them if lost.

LOSSES OF HORSES OR ARMS OWNED BY INDIVIDUALS, AND FOR WHICH PAYMENT WILL BE CLAIMED OF THE GOVERNMENT ON MUSTER-ROLL OF DISCHARGE.

54. After all the before-mentioned remarks and stoppages, the losses of horses or of arms will be stated on the muster-roll for discharge, as horse killed in battle, or horse died of sickness, of cholic, of bots, in a fit, or from getting cast by his halter; or horse killed by accident, at [Monterey, October 28, 18—;] man remounted himself [same day] or [November 10, 18—,] or man not remounted, according to the fact; or horse failed for want of forage, from hard riding on forced march, or

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on express, and abandoned, or condemned, at [Monterey, October 28, 18—,] by order of [Colonel Tod;] or horse diseased with glanders, or farcy, and shot or condemned at [Monterey, October 28, 18—,] by order of [Colonel Tod ;] or horse stolen, strayed, broke loose from camp or other place, strayed from grazing, in the day time or at night, whether guarded, and how, or not, at [Monterey, October 28, 18—.] In all cases state the exact manner of death or loss, where and when, the name of the officer who ordered the condemnation or execution, and if the man remounted himself, and when, or if not remounted. If another horse was lost, say second horse died, &c., (or otherwise lost,) in same manner, as the case may require. The saddle, &c., will be added, if lost, and how.

55. If a man has been without a serviceable horse belonging to himself in consequence of his own neglect, or having disposed of his animal, or not remounted himself after the loss of one, or had the use of a public horse or the company horse of another man, say, not mounted from [August 4 to September 12.]

56. The loss of private arms and equipments by any of the men (provided they were legally authorized to equip themselves) may be stated, when the loss was unavoidable, and from no fault or carelessness on the part of the man. Name the article, its cost, manner, place, and time of loss. Officers are to furnish themselves, and cannot charge for such articles lost.

57. Claims for horses and private arms, lost in the service, will be made to the Third Auditor of the Treasury Department at Washington, after the expiration of the term; and, consequently, all such losses will be stated on the muster-roll of discharge only. But an official and full record of all losses

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will be kept by the captain or other officer in command, and preserved for reference after the discharge of the company.

DISCHARGE AND SUBSTITUTION OF MEN, AND EXCHANGE OF HORSES, FORBIDDEN.

58. After muster into service, or the prescribed enrolment of recruits to fill vacancies, no enlisted man of volunteers or militia shall be discharged before the expiration of his term of enlistment without authority of the War Department, except by sentence of a general court-martial, or on certificates of disability by the commander of the department, of an army, or army corps, in the field. All substitution or exchange of one man for another is illegal and unauthorized, and will bar both bounty and pension, and consequently that and the exchanging or "swapping" of horses which have been mustered into the service is positively forbidden.

MUSTERING OUT AND MUSTER-ROLLS FOR DISCHARGE.

59. The rolls for this purpose will be compared with those of the first muster. All persons on the first rolls, and absent at the final muster, must be accounted for, whether dead, captured, discharged, or otherwise absent; and if the mustering officer, in any particular case, shall have cause to doubt the report entered on the rolls, he shall demand the oath of one or more persons to prove the fact to his satisfaction; further, he shall take care that not more persons of the several ranks be mustered out of service than were mustered in, if there be an excess over the requisition or beyond the law, nor recognize additions or substitutions, without full satisfaction that the additions or substitutions were regularly made, and at the time reported on the rolls. To fulfil the requirements of the act of Congress approved July 22, 1861, in relation to bounty,

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three copies of the muster-roll for discharge (one for the captain to retain, one for the adjutant general of the army, and one for the bounty bureau) will contain the names of all the persons who have been borne on the previous muster-rolls from the first, or the one of muster into service, and including such, if any, as may have joined the company since that muster, with the appropriate remarks opposite their names, showing when, where, how, and by what authority they joined or were enrolled.

60. The names of all those, except commissioned officers, who have been killed in battle, missing since a battle, have died, deserted, been discharged, transferred, or in any manner dropped from the company, during the whole term, will be placed, in the order here mentioned, below the name of the last private present, in the manner, and with remarks, as directed in paragraph 46, officers and men.

61. All the different grades, or rank, which any person may have held during the term, will also be noted in the roll of discharge, with dates of changes in the column of remarks. If the person be in his second grade (shown in the third column) at the time of muster, say, was [private] from enrolment to [September 4, 18—.] If in his third grade, say, was [private] from enrolment to [September 4;] then [corporal] to [October 31, 18—;] or was [sergeant] from enrolment to [September 4,] then [private] to [October 31, 18—.]

62. If the change, either up or down, took place since the last payment to the person, and his pay due is thereby affected, the remark, or the last part of it, will be, was [private, &c., &c., &c.,] then appointed, elected, promoted, or reduced, &c., &c., as directed in paragraph 33.

63. The two copies of roll for paymaster will not embrace the names of persons previously dropped from the rolls.

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64. But if no payment has been made before the muster for discharge, all the rolls will be alike, and embrace every name from the muster into service, or commencement of the term, with dates, &c., of those joined afterwards, as in paragraph 37, and all necessary remarks. But those killed, died, discharged, &c., will be put at the bottom of the roll, as directed in paragraphs 46 and 61.

65. The three rolls for discharge, (for captain, adjutant general, and bounty bureau,) mentioned in paragraph 60, will contain two additional columns, two and three inches wide, (as below,) to show to whom, and to what place, the soldier wishes to have his warrant for bounty addressed.

HORSE EQUIPMENTS.	WARRANT FOR BOUNTY FOR EACH MAN, HOW TO BE DIRECTED ON THE ENVELOPE.		REMARKS.*
	To whom.	What post office and place.	

* This column, on rolls for *discharge*, should be near a foot wide, for necessary remarks.

66. These columns will be filled up by the captain, who will consult, seasonably, all the men of his company, and conform strictly, in this respect, to their wishes.

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67. In all cases of casual discharge or death, under circumstances which entitle to bounty, the address as above, or late place of residence of the men deceased, will be given by the captain in a note at the bottom of his next roll for periodical payment, repeated, of course, on the roll for discharge. And the addresses thus entered on the rolls shall be read to the men present, in the hearing of the mustering officer, that his signature may authenticate also their wishes in that respect.

ORDER IN WHICH REMARKS WILL BE MADE.

68. Make the remarks, such as any case may require, in the following order of precedence: Joined, when, how, as in paragraphs 27, 45; appointed, promoted, or reduced, as paragraph 37; sick or confined, as paragraph 39; detached service, as paragraph 41; back pay due, as paragraph 48; stop for extra clothing or arms lost, as paragraph 53; claim for horse or private arms lost, as paragraphs 55, 57.

ARMS AND OTHER PUBLIC PROPERTY—HOW RECEIVED, ACCOUNTED FOR, AND RETURNED.

69. All arms, clothing, camp equipage, and other public property will be issued on requisitions made by the colonels of regiments, duly approved, and a register will be kept at regimental headquarters of all property so received, from whom received, and to whom (in the regiment) reissued. And all officers of the army who make such issues will make report thereof at the time, or in season for the ensuing muster for payment or discharge, to the inspector general or commanding general where the regiment may be serving, to be verified by the invoices and register of property received at regimental headquarters, to the end that mustering officers, for periodica payments or discharge, may cause the necessary stoppages to

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be made on the muster-rolls. These stoppages will include all arms and equipments furnished to commissioned officers for their personal use.

70. Arms, equipments, camp equipage, &c., which are furnished for public use during the term or campaign, must be re-delivered before the muster for discharge, and receipts therefor shown or accounted for by the decision of a board of survey, legally convened, as having been worn out in service, or lost, while in public use, by unavoidable accident, without any fault or negligence by him who had the property in charge. All deficiencies will be charged to the individual who had the property in use. Captains and other officers are responsible for the public property, such as arms, equipments, camp equipage, &c., issued to and in use by their men, to see that the articles are well preserved and returned or accounted for as above mentioned.

71. Therefore, preparatory to the muster for discharge, the officers who have had public property in their charge will make returns (in tabular form) of arms and equipments; of quartermaster's stores; of commissary's supplies; of medical supplies and surgical instruments; of clothing, (each department separate,) showing the amount or quantity *received*—to be verified by the register at regimental headquarters—to be accounted for either by issues or receipts from officers; issues of clothing to the men and charged on the muster-rolls; expended or worn out, or lost by unavoidable accident, and in what manner; and remaining on hand then, to be delivered. These returns must be authenticated before the mustering officer, by oath, and any deficiency of property not satisfactorily accounted for will be charged to the officer on the muster-rolls.

72. What is said of *captain* or *company* will apply to colonel or other officer having a muster-roll to make, in relation to men and property.

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73. The year (as "18—") need not be given in the column of remarks in relation to changes of rank, men joined, on detached service, and other circumstances, which may have occurred within the period for which the muster is made, (mentioned always in the caption,) unless the same months for different years are embraced, or more than twelve months included in the period.

74. Officers will conform strictly to the foregoing instructions, and be particularly careful to confine every word and remark to its appropriate column. Indebtedness, if any, of the troops to the State by which furnished will be charged on the muster-out roll.

75. Every officer and soldier present and in camp should be on parade with his company for muster, those on guard and in confinement, and, as far as practicable, the sick included. This will save much time to the mustering officer and others in the despatch of the important duties of the day, as every man must be seen by the mustering officer. Application should be made to the commanding officer, seasonably, to give the necessary orders to have the duty men, &c., join their respective regiments when they parade; to return to their places as soon as they answer to their names.—(See paragraph 40.)

76. The acts of Congress approved August 5, 1861, and July 5, 1862, appropriate certain sums of money for "*collecting, drilling, and organizing volunteers.*" Under this head the adjutant general of the army will furnish transportation and subsistence until the organization of the regiment—or company, if an independent one—is completed, and the said force mustered into the United States service by the regularly appointed mustering officer of the State or district. Accounts for expenditures will be rendered to the adjutant general. After muster into service the troops will be supplied and trans-

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ported by the administrative departments, and accounts rendered according.

77. The attention of officers supplying subsistence to volunteers in the process of their organization into companies and regiments, both prior and subsequent to muster, is called to the exorbitant prices demanded and paid for this object. Rations in kind will hereafter be issued whenever cooking facilities can be furnished to the troops, whether in squads or in larger bodies. If the rations cannot be contracted for at a reasonable rate, subsistence will be procured in bulk, and *issued* to the volunteers. In no case should the cost of the ration, uncooked, exceed nineteen cents, and at most of the points in the western States it should not exceed fourteen cents. When cooking facilities cannot be furnished, contracts for the rations, cooked, may be made at reasonable rates, and the necessity for the same must be clearly stated on the accounts. When board and lodging are necessary, the prices for each should be stated, and the aggregate cost of both must not exceed forty cents per day.

78. Transportation will be at the rate of two cents per mile for railroad travel, and at the current rates for stage and steamboat fare.

79. Whenever volunteers, or militia, are mustered for final discharge, on the expiration of their term of service, a discharge will be furnished for each officer and soldier, whether present or absent, except deserters. The blanks for these must be filled with great care and neatness, and signed (at the left hand) by the colonel for the field and staff, by the captains for their respective companies, and by the mustering officer, all officially, and by the mustering officer returned to the colonel and captains for delivery to the individuals.

80. Where troops are mustered out of service, final state-

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ments must not be given. The muster-out rolls take the place of final statements in such cases.

OF MUSTERING A REGIMENT OR OTHER FORCE INTO SERVICE.

81. An officer who is appointed to make a muster of any force into the service of the United States, on arriving at the place designated in his instructions, will, if the name of the commander and captains be not given in his order, ascertain from the proper authority who the commanders of the regiment and companies are to be. This information is generally obtained from the executive of the State. And he must be satisfied that the whole number of companies for the designated command are present, or on their way there, with organzation complete, unless otherwise directed, before he commences the muster.

ORGANIZATIONS.

82. The following is the organization of regiments and companies of the volunteer army of the United States:

1. REGIMENT OF INFANTRY—*Ten companies.*

1 Colonel.
1 Lieutenant Colonel.
1 Major.
1 Adjutant, (an extra Lieutenant.)
1 Quartermaster, (an extra Lieutenant.)
1 Surgeon.
2 Assistant Surgeons.
1 Chaplain.
1 Sergeant Major.
1 Regimental Quartermaster Sergeant.
1 Regimental Commissary Sergeant.
1 Hospital Steward.
2 Principal Musicians.

Company of Infantry.

1 Captain.
1 First Lieutenant.
1 Second Lieutenant.
1 First Sergeant.

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4 Sergeants.
8 Corporals.
2 Musicians.
1 Wagoner.

And { 64 Privates—minimum.
82 Privates—maximum.

Under-cooks.—(See page 28.)

2. Regiment of Cavalry—*Twelve companies or troops.*

1 Colonel.
1 Lieutenant Colonel.
3 Majors.
1 Surgeon.
2 Assistant Surgeons.
1 Regimental Adjutant, (an extra Lieutenant.)
1 Regimental Quartermaster, (an extra Lieutenant.)
1 Regimental Commissary, (an extra Lieutenant.)
1 Chaplain.
1 Sergeant Major.
1 Veterinary Surgeon.*
1 Quartermaster Sergeant.
1 Commissary Sergeant.
2 Hospital Stewards.
1 Saddler Sergeant.
1 Chief Trumpeter.

Company or troop of Cavalry.

1 Captain.
1 First Lieutenant.
1 Second Lieutenant.
1 First Sergeant.
1 Quartermaster Sergeant.
1 Commissary Sergeant.
5 Sergeants.
8 Corporals.
2 Farriers or Blacksmiths.
2 Trumpeters.
1 Saddler.
1 Wagoner.

And { 60 Privates—minimum.
78 Privates—maximum.

Under-cooks.—(See page 28.)

*To be appointed at the War Department.—(See G. O. 259 of 1863.)

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3. Regiment of Artillery—*Twelve batteries.*

1 Colonel.
1 Lieutenant Colonel.
1 Major for every four batteries.
1 Adjutant, (not an extra Lieutenant.)
1 Quartermaster, (not an extra Lieutenant.)
1 Chaplain.
1 Sergeant Major.
1 Quartermaster Sergeant.
1 Commissary Sergeant.
1 Hospital Steward.
2 Principal Musicians.

Battery of Artillery.

1 Captain.
1 First Lieutenant.
1 Second Lieutenant.
1 First Sergeant.
1 Quartermaster Sergeant.
4 Sergeants.
8 Corporals.
2 Musicians.
2 Artificers.
1 Wagoner, and
122 Privates.
Under-cooks.—(See page 28.)

To the above organization of a battery one first and one second lieutenant, two sergeants, and four corporals may be added, at the President's discretion. The field officers, chaplain, and regimental staff (commissioned and non-commissioned) will not be mustered or received into service without special authority from the War Department. As a general rule, artillery will be called for and received by batteries, thus rendering the field and staff unnecessary.

Regiment of Engineers—*Twelve companies.*

1 Colonel.
1 Lieutenant Colonel.
3 Majors.
1 Chaplain.
1 Surgeon.
2 Assistant Surgeons.

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1 Adjutant, (not an extra Lieutenant.)
1 Quartermaster, (not an extra Lieutenant.)
1 Hospital Steward.
3 Quartermaster Sergeants.
3 Commissary Sergeants.

Company of Engineers.

1 Captain.
2 First Lieutenants.
1 Second Lieutenant.
2 Musicians.
10 Sergeants.
10 Corporals.
64 Artificers.
64 Privates.

UNDER-COOKS.

In section 10, act of March 3, 1863, it is enacted "That the President of the United States be, and he is hereby, authorized to cause to be enlisted for each cook [*two allowed by section* 9] two under-cooks of African descent, who shall receive for their full compensation ten dollars per month and one ration per day; three dollars of said monthly pay may be in clothing."

For a volunteer company the two under-cooks will be mustered into service, as in the cases of other soldiers. In each case a remark will be made on their enlistment papers showing that they are *under-cooks of African descent.* Their names will be borne on the company muster rolls at the foot of the list of privates. They will be paid, and their accounts will be kept, like other enlisted men. They will also be discharged in the same manner as other soldiers.

83. Chaplains must meet the requirements of section 8 of the act of July 17, 1862, as follows:

"No person shall be appointed a chaplain in the United States army who is not a regularly ordained minister of some

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religious denomination, and who does not present testimonials of his present good standing as such a minister, with a recommendation for his appointment as an army chaplain from some authorized ecclesiastical body, or not less than five accredited ministers belonging to said religious denomination."

After chaplains are appointed, under section 9 of the act of July 22, 1861, they must be mustered into service by an officer of the regular army, and thereafter borne on the field and staff roll of the regiment. Mustering officers, before mustering chaplains into service, will require from them a copy of the proceedings on which the appointment is based. The said copy, if found conformable to the requirements of the law, will be indorsed by the mustering officer, and by him forwarded to the Adjutant General's office for file, with the muster-in roll.

84. No commissioned officer or enlisted man, of any grade, in excess of the legal organization, will be recognized. And any commander who may acknowledge or receive, as in service, any such officer or enlisted man, will be brought to trial for neglect of duty and disobedience of orders. No person acting in the capacity of a supernumerary will, under any circumstances, be permitted to receive pay and allowances from the government; and paymasters making payment to such supernumeraries will be held individually accountable for amounts so paid.

85. All musters into and out of service must be made by an officer of the regular army,* unless otherwise specially directed by the Secretary of War, through the Adjutant General's office. Enlisted men can be mustered from date of enrolment. When the men of a company have been mustered by more than one officer, the fact must be stated on the muster-rolls,

*In paragraph 1, G. O. 75 of 1862, the term muster-in is used by mistake for enlist.

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opposite their names, by whom mustered, and these rolls must be signed by each of the mustering officers. When one-half a company has been mustered into service, the 1st lieutenant thereof can be mustered in; and when the organization of the company is completed, the captain and 2d lieutenant can be mustered. No officers of the general staff will be mustered into service without special authority from the War Department, through the Adjutant General. Field and staff officers of regiments can be mustered into service upon the completion of the organization of regiment or companies, as follows:

INFANTRY.

Colonel and Chaplain—entire regiment.
Lieutenant Colonel—four companies.
Major—six companies.

CAVALRY.

Colonel and Chaplain—entire regiment.
Lieutenant Colonel—six companies.
Majors—one for every four companies.

ARTILLERY.

Colonel and Chaplain—entire regiment.
Lieutenant Colonel—six companies.
Majors—one for every four batteries.

ENGINEERS.

Colonel and Chaplain—entire regiment.
Lieutenant Colonel—six companies.
Majors—one for every four companies.

For the respective arms, the governors of the several States may, at any time during the organization of a volunteer regi-

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ment, authorize the adjutant, quartermaster, and, when absolutely necessary, the medical officers thereof to be mustered into service, to aid in recruiting the regiment, and for the prompt transaction of all other public business. The non-commissioned staff will in no case be mustered in till the regiment is complete. The non-commissioned officers of companies must not be mustered in until their respective companies have the number of enlisted men required by paragraph 83. Until the muster of a company has been completed, the non-commissioned officers thereof cannot be appointed.—(See paragraph 73, page 18, Army Regulations of 1861.)

86. After a regiment has been mustered into service no commissioned officer will be mustered in before producing a commission from the governor of his State. After the commission has been exhibited the mustering officer will satisfy himself that a vacancy exists, in which case only can he make the muster. The muster-in roll must show, over the certificate of the mustering officer, that the vacancy existed, and how it occurred. For example, if the vacancy resulted from death, the remark will be, *vice* Captain A. S. Cole, deceased; if from resignation, *vice* Lieutenant Thomas Stone, resigned.

87. When volunteers are to be mustered into the service of the United States, they will be minutely examined by the surgeon and assistant surgeon of the regiment, to ascertain whether they have the physical qualifications necessary for the military service. And in case any individual shall be discharged within three months after entering the service for a disability which existed at that time, he shall receive neither pay nor allowances except subsistence and transportation to his home. The certificate given by the surgeon will, in all cases, state whether the disability existed prior to the date muster, or was contracted after it. If there be no medical

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officers, duly appointed, present, the mustering officer, on consultation with the colonel or other gentleman of respectability, will select and engage the services of one or more physicians having diplomas and of well-established capacities and character, to assist him in inspecting the officers and men to be mustered, and to attend upon and accompany the troops on their march till relieved by others regularly appointed. They will be borne on the muster-roll of field and staff as acting surgeon and assistant surgeon, (not embraced in recapitulation,) with dates and place of commencement of service, and, in the column of remarks, say, Engaged at [Baltimore, July 25] by mustering officer, with approval of the colonel, to serve as acting surgeon (or assistant surgeon) in the regiment temporarily, and provisionally mustered at the rate of pay and allowances of that grade while serving, and for the distance from place of discharge to his home, or the place of general rendezvous.

88. Captains will have a roll or list of their companies in the order of rank in every grade, the privates alphabetically, (by the surname,) and all of the same name together, as Smith, John, Smith, John R., &c., written in a plain hand, the first christian name at full length, and every name accurately spelled; and they will form the company in the same order from right to left in two ranks, if it be foot, the commissioned officers on the right, then the sergeants, next the corporals, the musicians, privates, with an interval of a pace between the different grades, so that they may be easily distinguished and the number in each counted.

89. The mustering officer, accompanied by the captain and surgeon, will make a cursory examination from right to left, and verify the numbers; and there should always be an excess of privates to supply the place of men rejected. He will be

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careful that men from one company or detachment are not borrowed for the occasion, to swell the ranks of others about to be mustered. To this end the mustering officer will, at the conclusion of the muster of each battalion or regiment, (whether mustered by companies or not,) cause the entire force to be paraded for inspection; and in case any deception or fraud is discovered to have been practiced, he will immediately report the fact to the Adjutant General, that the guilty parties may be disbanded. No volunteer will be mustered into the service who is unable to speak the English language.—(For exceptions see paragraph 3, G. O. No. 51, A. G. O., 1861.)

90. If the company be of a mounted corps the men will be on horseback, in one rank, and the officer will examine the horses in front and rear to see that they are of suitable size, age, health, and condition, and, if necessary, he will require them to be moved out of the rank for inspection. No horse under five nor over nine years old should be received. In addition to the usual examination of officers and men, a test of horsemanship must be made under the direction of the mustering officer; and no person shall be mustered into the cavalry service who does not exhibit good horsemanship and a practical knowledge of the ordinary care and treatment of horses.

91. Large pony horses, and sometimes large mules, may be received, but their acceptance will depend on the nature of the contemplated service and the feed to be used, as marching service in a section of country destitute of grain—not where manœuvring is expected.

92. If the mustering officer be not a good judge of horses in the qualities mentioned, he must obtain the services of some disinterested person who is, for much will depend on the efficiency of the animals.

93. The horse equipments will consist of a saddle, saddle

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blanket, double rein bridle with curb bit, martingale, and tie rope or halter, and all strong and fitting.

94. Volunteers and militia are not to be less than eighteen nor more than forty-five years of age. Some exceptions may be admissible, for over-age, in commissioned officers, provided they be physically robust and active, and in all other respects well qualified; but in this the mustering officer must exercise a sound and rigid judgment.

95. If there be any doubt about the age of a person, ask any of the following questions: How old are you? Are you eighteen? (or) Are you under forty-five? How do you know your age? In what year were you born? Did you ever see the register of your birth, and in what and when? Who told you the year of your birth, and when were you told? Will you take an oath that, to the best of your knowledge and belief, you are eighteen, or not over forty-five years old? And then administer the oath accordingly: You swear that, to the best of your knowledge and belief, you are eighteen (or not over forty-five) years old: So help you God.

96. All officers and men must be sound and active, free from all malformation, defects of sight, hearing, ulcers, piles, rupture, fracture, dislocation, and disease of any kind. But the lack of or defect in the left eye, or slight injury of the left hand, will not reject the man. Stammerers must not be received. But all men who are enrolled and have performed duty in the organized militia will be received.

97. The company, being in line, will be faced to the right. The mustering officer, accompanied by the surgeon, after inspecting and accepting the captain and lieutenants, will place himself about a dozen paces from, and nearly in front of, the 1st sergeant, with the captain near him on his right, to call the names. One of the 2d lieutenants will place himself by

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the left of the 1st sergeant, with directions to keep the right, now front, file of the company (not called) closed up to his front, and to see that each man, when his name is called, answers Here, in a tone to be heard distinctly by the mustering officer. And every man must be called by, and answer personally to, his legal name; any other will vitiate his title to bounty and pension.

98. At the instant of answering the man will step off briskly, in a natural gait, his hands, without gloves on, hanging in an easy, travelling position, to and in front of the mustering officer and surgeon, who will, in most cases, be able to discover, while the man is approaching and passing, whether he is sound and suitable for service. If the man be accepted he will pass on and join the 1st lieutenant, who will form the company in the same order as before, see that the rear-rank men cover those in front, and intervals preserved between the grades, so that the number in each may be easily distinguished and counted.

99. If the mustering officer and surgeon are not satisfied to receive a man by his appearance and movement in walking past, they will direct him to stop for a more critical examination, and, if necessary, require him to strip at some convenient place, when the others shall have been called. Those rejected will be turned off, and their names marked out of the list; and they must not be suffered to join any other company.

100. If the company be of a mounted corps, the officers and men will be required to dismount and lead their horses past, holding the bridle rein by the end, out of the martingale, and moving in a quick walk, so as to show the natural gait of both man and horse.

101. By this manner of inspecting, a company may be examined in about half an hour; and the officers will be able to

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judge with great accuracy by the close observance of a man's size, figure, motions, hands, eyes, and general appearance, all which must be scrutinized, whether he will pass muster. The examination of a company naked, with the inconvenience generally felt at such places by the want of suitable buildings, would require two or three hours.

102. The captain and other officers, and, indeed, every man, are obligated to inform each other and the inspecting officers, when making up the company and at the muster, of any concealed or known lameness, defect, or disease in any one of the company; and the officers who enrolled the company will be held to refund the amount of pay and clothing furnished to any man who may be discharged, or found to be unfit for service, within three months from the muster into service, in consequence of any rupture, defect, or disease, unless he can show to the commanding general that the cause of unfitness occurred after the muster, not before.

103. When all the men have been called and accepted, the mustering officer, accompanied by the captain, will count the number in each grade, and see that they correspond with the number of names on the list, and agree with the prescribed organization.

104. The mustering officer will then cause the company to take the oath of allegiance contained in the 10th article of the Rules and Articles of War, this being proper to insure subordination and faithful service on the part of the men, who have, by enrolment and muster as volunteers, enlisted in the service of the United States. It is not absolutely necessary, but proper, that the oath be administered, as the men are fully bound to the service by the act of mustering. The substance of the oath may be mentioned beforehand if required; it must be administered by an officer of the regular army or a civil

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magistrate, preferably the former. The company, officers included, will be directed to uncover their heads and hold up their right hands, and then, in a loud and very distinct, impressive manner, the following will be administered—(See also article 97 :)

105. All and each of you do solemnly swear (or affirm, as the case may be) that you will bear true allegiance to the United States of America, and that you will serve them honestly and faithfully against all their enemies or opposers whatsoever, and observe and obey the orders of the President of the United States and the orders of the officers appointed over you according to the rules and articles for the government of the armies of the United States: so help you God. The above oath having been administered, the mustering officer will form the officers in a body, and administer to them the following, in addition: All and each of you do solemnly swear (or affirm) that you have never voluntarily borne arms against the United States since you have been citizens thereof; that you have voluntarily given no aid, countenance, counsel, or encouragement to persons engaged in armed hostility thereto; that you have neither sought nor accepted, nor attempted to exercise, the functions of any office whatever under any authority or pretended authority in hostility to the United States; that you have not yielded a voluntary support to any pretended government, authority, power, or constitution within the United States, hostile or inimical thereto. And you do further swear (or affirm) that, to the best of your knowledge and ability, you will support and defend the Constitution of the United States against all enemies, foreign and domestic; that you will bear true faith and allegiance to the same; that you take this obligation freely, without any mental reservation or purpose of evasion; and that you will well and faithfully

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discharge the duties of the offices on which you are about to enter: so help you God.

106. The Rules and Articles of War will then be read to the company by the captain, or under his superintendence, as also paragraph 1645 of Army Regulations, and read again, in like manner, semi-annually, on the last days of December and June. And on the muster-rolls for pay, and those of muster into service, the captain will certify that the rules have been read as here directed.

APPRIZAL OF HORSES AND HORSE EQUIPMENTS.

107. The mustering officer and captains of companies will select three respectable and impartial men, good judges of the value of horses, and not members of any company, nor owning or having interest in any horse therein, to apprize the horses and horse equipments. The valuation will be the fair cash price at the place and time what the judges would be willing to give were they purchasing for themselves. And the assessed value for horses and horse equipments—the two separate—will be put on the muster-roll opposite the owners' names, and the apprizers, being sworn by the mustering officers, will sign the certificate for that purpose on the roll of muster into service. And the valuation will be continued on the subsequent rolls.

108. Every officer and man should be the owner of the horse in his use; no officer or other person belonging to the command (company or regiment) can be the owner of, or in any manner have interest in, the horse in use by another.

109. So soon as the muster is completed the fact will be reported to the Adjutant General of the army. Notice will be given when the troops will be equipped and ready to march. If arms, equipments, clothing, &c., have not been required for, the mustering officer will promptly submit the necessary requisitions to the respective departments concerned.

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MUSTERING IN AND OUT IN THE FIELD.

110. Only* officers of the regular army (including additional aides-de-camp appointed by the President, under the act approved August 5, 1861) will be detailed to muster into and out of the service of the United States, and no officer will make these musters unless detailed to do so by competent authority.

111. Mustering officers for troops in the field will be detailed (under paragraph 110) by the corps or department commander, as follows:

For each corps or department, one officer, to be called the commissary of musters for that corps or department, and two enlisted men for clerks in his office, at corps or department headquarters. All rolls and communications sent to and from the officers detailed on this service, in any corps or department, will be through the commissary of musters for that corps, who will exercise a supervision over the whole subject of musters for the corps or department to which he belongs. For each division, one officer, to be called an assistant commissary of musters for that division, who will make all musters into and out of the service of the United States for his division, and see that all officers of his division are properly mustered into or out of the service of the United States, as the circumstances of the case may require; he will also be prepared to give such information on the subject of muster and muster-rolls as may be required by those serving in the division. He will also provide himself with blanks, by application to the commissary of musters of his corps or department

*Exception in cases of necessity will be made upon application to the Adjutant General, Washington, D. C.

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One enlisted man will be detailed by the division commander as clerk in his office. Commissaries of musters, and their assistants, will be furnished with such stationery as they may require by the quartermaster's department, upon their requisitions, approved by the corps, department, or division commander, as the case may be. As soon as the commissaries and assistants are detailed as herein directed, their names will be reported to the Adjutant General of the army.

112. Each assistant commissary of musters will make a daily report to the commissary of musters for his corps or department of all the musters made by him since his last report, forwarding with this report three copies of the muster-in and four of the muster-out rolls, in every case, as vouchers to his report. These rolls and reports will be corrected and consolidated by the commissary of musters, who will also add his own report of such musters as he may have made himself, and forward it, (daily,) with one copy of the muster-in and muster-out rolls, in each case, direct to the Adjutant General, Washington, D. C. The commissary of musters will dispose of the other copies of the rolls as prescribed in the directions printed on the blanks for muster in and out rolls.

113. Commanders of corps or departments will see that each regiment, independent company, &c., is assigned to some one of the assistant commissaries of musters under their command. The commissaries of musters will be responsible to the Adjutant General of the army for the correctness of the musters and muster-rolls in their corps, and no officer shall be mustered in or out except by a commissary or assistant commissary of musters to whom the command to which he belongs has been assigned.

114. No officer or enlisted man of volunteers is properly in the service of the United States, or authorized to receive pay,

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until mustered in by the proper officer; and no officer is properly out of service until discharged in orders, or mustered out by the proper officer. One copy of the rolls or order in each case must be forwarded to the Adjutant General's office.

115. Commissaries and assistant commissaries of musters, having been once detailed, will not be relieved from this duty, or transferred to another division, department, or corps, without authority from the Adjutant General's office.

116. Commanders of departments, corps, and divisions, will exercise such supervision over the musters as they may think necessary for a prompt and efficient performance of this service.

117. The following rules will be observed in all musters in or out:

1st. An officer must present his commission, or appointment, from the governor of the State to which the regiment or organization into which he desires to be mustered belongs.

2d. The mustering officer must ascertain from the records of the regiment, or organization, such as muster-rolls, monthly returns, and morning reports, that a vacancy exists.

3d. If an officer has been commissioned, as above, and a vacancy exists, and he is physically fitted for duty, he may be mustered into the service of the United States from the date on which the muster-in actually takes place.

4th. No muster-in shall be dated back without authority from the Adjutant General, except upon proof that it could not have been made at an earlier date, which proof shall consist of the affidavit of the officer, accompanied by that of his regimental or detachment commander, setting forth that he has made all proper efforts to have himself mustered in, but without success, before the time at which he now presents himself. These affidavits must be attached to the copy of the muster-in roll intended for the Adjutant General.

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5th. No officer shall be mustered in to date back beyond the time that he has actually been performing the duties of h e grade into which he desires to be mustered, nor beyond the time at which a vacancy is proved to have existed by the e gimental or company records.* If on the muster and pay rolls the applicant appears mustered for pay in one grade, he cannot be mustered into the service, to cover the same period, as of any other.—(See also bottom of page 28.)

6th. Musters into the new and out of the old grade must be made for each appointment of a commissioned officer, as well as when enlisted men are appointed commissioned officers. A discharge in orders, or by order of the proper authority, is in all cases a muster-out of the service of the United States, and no muster-out rolls will be furnished in such cases.

7th. Musters in and out must be made on separate rolls, and a separate roll must be made for each grade. Officers or enlisted men of different companies or regiments must not be mustered in or out on the same rolls.

8th. A muster once made will in no case be altered, except by authority from the Adjutant General of the army, and all

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*When an enlisted man or officer receives a commission or appointment advancing him to a higher grade, and has not an opportunity of being mustered in, so as to appear on the next muster-rolls as of the grade to which he is commissioned or appointed, he shall be mustered on the next muster-roll in his proper grade, according to previous muster-in, and a remark to the following effect made on the muster-rolls, opposite his name: "Received commission (or appointment) from the governor of the State of ——, as ——, in the — regiment of —— volunteers, on — day of ——; waiting muster-in since that date." The last sentence of section 5, paragraph 117, Mustering Regulations, commencing "If on the muster," &c., shall not be so construed as to prevent the muster-in, by the mustering officer, commissary or assistant commissary of musters, of officers so mustered back to the actual date of receipt of commission or appointment, if it be not more than two months beyond the muster at which they appear, as above, on the rolls, without reference to the Adjutant General.

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applications for alterations must pass through the mustering officer, if possible.

9th. Troops organizing in their respective States—including recruits for regiments in the field—and those organized, and not in the field, will be mustered by the duly appointed mustering officers for the States. Such officers have no authority to muster commissioned officers belonging to organizations which have left the State.

10th. Enlisted men having received commissions or appointments will not be mustered in as commissioned officers until they shall have been discharged as soldiers by the department or corps commander.

GENERAL DIRECTIONS.

118. Mustering officers for the different States to muster in new troops will be detailed from the Adjutant General's office.

119. No person will be taken up on any muster-rolls as an officer, of any grade, until mustered into the service of the United States as such, in that grade, whether he be commissioned by the governor or not, unless he be appointed or commissioned by the President. Paymasters will observe and report all violations of this paragraph.

120. The commissioned officers of all volunteer organizations, no matter whether established under the authority of a State or of the United States, will be regarded as having been commissioned on the day when their muster into the service of the United States takes effect, and will take rank in their respective grades, will be entitled to pay, and be obeyed and respected in their several positions from that date.

121. Mustering officers will muster into service and administer the oath of allegiance to such regiments or recruits brought to them as may present conclusive evidence of their acceptance by the War Department.

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122. The attention of mustering officers, commissaries and assistant commissaries of musters, is called to the instructions from the ordnance department in regard to the ordnance responsibility of officers mustered out.

MUSTER IN OF DRAFTED MEN OR SUBSTITUTES UNDER ACT OF CONGRESS.

123. Men drafted under the enrolment act will be considered as mustered in from the date of their draft, and will be mustered for pay on the usual rolls for volunteers. On the same line as the soldier's name, under the heading "Joined for duty and enrolled.—Commencement of first payment by time," will be written the word *drafted*, or *substitute*, as the case may be; and under the heading "When mustered in," will be given the date when the soldier was drafted, or, if a *substitute*, when enlisted, (substitutes, under the enrolment act, are mustered in by enlistment;) under "Where mustered in," will be given the place from which drafted (or if a substitute, where enlisted;) under the heading "By whom mustered in," will be given the No. of the enrolment district from which he was drafted, and the State to which it belongs, thus: *4th D., Mass.;* (meaning 4th enrolment district, State of Massachusetts.) Or if a substitute, the name of the officer enlisting him. (When enlisted by board of enrolment, the name of the provost marshal of the enrolling district.)

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pany, in the ——— Regiment (—— Brigade) of ——— Volunteers, commanded by Colonel ———
—, from the —— day of ———, 186—, (date of this muster,) for the term of ———, unless sooner discha

	Rank.	Age.	Joined for Duty and Enrolled.				Travelling.		Valuation in dollars of—		Where Enrolled by the Officers of the U. S., under the act approved Mar. 3, 1863, known as the Enrollment Act.*		
			When.	Where.	By whom enrolled.	Period.	To place of rendezvous, No. of miles.	From place of discharge home, No. of miles.	Horses.	Horse equipments.	In what State.	Number of the Enrollment District.	1..*Eve* must 2..The or lo

MUSTER-IN ROLL—Continued.

	Rank.	Age.	Joined for Duty and Enrolled.				Travelling.		Valuation in dollars of—		Where Enrolled by the Officers of the U. S., under the act approved Mar. 3, 1863, known as the Enrollment Act.*		
			When.	Where.	By whom enrolled.	Period.	To place of rendezvous, No. of miles.	From place of discharge home, No. of miles.	Horses.	Horse equipments.	In what State.	Number of the Enrollment District.	1..*Eve* must 2..The or lo

e state of Captain ; that each man s set opposite the

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ding Company.

WE CERTIFY, ON OATH, That the figures opposite the names on this Roll, for valuation of horses and horse equipments, represent and show the true cash value of the horses and equipments of the men, respectively, at the place of enrollment, according to our honest, impartial judgment.

——— ———
——— ——— } *Appraisers.*
——— ———

Sworn to and subscribed before

——— ———

——— ———

Mustering Officer.

Date: ——— ———
Station: ——— ———

I CERTIFY, C
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———, 186—.

Date: ——— —
Station: ——— -

DIRECTIONS TO MUSTERING OFFICERS.

ed States will take special care to see that opposite every name, whether Officer or Soldier, are entered the State and the
t Act,) by the Enrolling Officers of the United States.
l are made, three of which he will retain; the fourth will be retained by the *Company Commander*, or, in case of Field and
anding first on the list of persons so mustered in, to be handed by him to the person who musters them or him at his next m
s follows: He will send one to the Adjutant General of the Army, one to the Paymaster General of the Army, and one to

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mpany, [—,] in the —— Regiment of ——— Volunteers, commanded by Colonel ——— ———, called
the —— day of ———, 186—, to serve for the term of ———, from the date of enrollment, unless s
———. The Company was organized by Captain ——— ———, at ———, in the month of ———,

Mustered into Service.			Last Paid.		Travelling.		Subsistence and Forage furnished by themselves since the muster into service.		Amount for clothing in kind, or in money advanced.		Value of equipments, arms, &c., received from the United States, to be paid for if lost or destroyed.		Valuation, in dollars, of—	
When.	Where.	By whom.	By Paymaster.	To what time.	To place of rendezvous, No. of miles.	From place of discharge home, No. of miles.	Subsistence.	Forage.					Horses.	Horse equipments.
							No. days.	No. days.	Dolls.	Cts.	Dolls.	Cts.		

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